

## **FAQ**

**What does LMS stand for?** LMS stands for Learning Management System.

**What does it do?** The DLA LMS is a commercial off the shelf software package that provides capabilities for employees and supervisors to better manage the entire spectrum of learning planning and execution within a single environment. When fully implemented, the LMS will allow for competency assessment, skill gap analysis, budget planning for training requirements, training event planning, scheduling, enrollment, completion recording, and issuance of appropriate completion certificates. The system will also track professional certification and continuing education requirements as well as the various costs associated with training. The system has more than 60 reports that employees and managers can use to manage career development.

**What's in it for me?** The LMS will allow you to easily view the status of your learning activities that includes what you completed (history) and what you have planned (individual development plan). There are several reports that you can view or print to help you track your own progress. This will be the first time that DLA employees have such ready access to their career development record. Supervisors will be able to assess the status of learning for all their subordinates and view/print relevant reports.

**How do I log in?** Logging into the LMS is accomplished by first going to the DLA Enterprise Portal at <https://dla1.eportal.dla.mil/SAPPortal/> or clicking the icon



on your computer desktop.

After you have accessed eWorkplace,

1. click **My Work** on the top menu bar located just below the banner.
2. click **Organizations** on the second menu bar when the new page appears.
3. click the appropriate LMS link (**DLA LMS Student – Supv** or **DLA LMS Admin**) on the **Useful Links** menu located on the right side of the DLA Human Resources page.
4. input your SSN and DLA email address on the sign on page. You will not be asked to provide the information during future logins to the LMS.

**Why do I have to provide my SSN and email address?** Inputting your SSN at the initial sign on screen will provide the key to your student record in the LMS. When coupled with you DLA email address, you will be able to access the LMS and to receive email notifications about training activities.

**How can I get a better understanding of the terminology used in the LMS?** The LMS has a very robust Help function that includes a Glossary of terminology. You can click the Help tab at any time while you are in the Student Access function.

## **What can I do in the LMS?**

### **Students can view...**

- Catalog
- Individual Development Plan (IDP)
- IDP Progress (Curriculum Status)
- Training Transcript (Learning History)
- Student Information
- Reports pertaining to self

### **Supervisors can ...**

- **View** the same items as other students
- View subordinates
  - IDP
  - Learning History
- Run reports on subordinates.
- Receive notification of overdue learning events for subordinates.

**Can I enroll myself in a course or class?** You will follow the same procedures and course/class approval chain as you did before.

**How can I get enrolled in a class?** Follow the same procedures and course/class approval chain as you did before.

**What can I do on my Individual Development Plan (IDP)?** During the IDP Open Season you will be able to add courses and other learning activities to your IDP. Open Season will be an annual occurrence in conjunction with the annual performance appraisal period. As learning activities are completed, they will be dropped from your IDP and recorded in your learning history.

**Will I get notifications about classes I want to enroll in?** You will get notifications about classes you are enrolled in or wait listed for enrollment. Otherwise, you will need to submit a request for classes in which you wish to enroll if none are currently scheduled.

**What catalogs are available in the LMS?** Currently the courses listed in the LMS are the ones that were migrated from the DLA-TA system. Over 2000 courses from various government and private entities are listed. There's an excellent chance that the course you are interested in is among them. We intend to develop hyperlinks to course catalogs from DAU, USDA, GoLearn, FAI, and others.

**What do I do if my Student Information is incorrect?** Student information in the LMS is upload from the personnel records in the Defense Civilian Personnel Data System (DCPDS). If there is an error, bring it to the attention of you supervisor who can work with the Human Resources Customer Service Office to get it corrected.

**What if all or part of my Learning History is not in the LMS?** Contact your training coordinator for assistance. It's always a good idea to keep a personal record of your training and career development activities. Agencies and sub-organizations change training administration systems with relative frequency and employees move around within an agency or move to other agencies. There is no government wide system for maintaining an individual's learning history other than the individual himself or herself.

**How can I get a copy of my learning history?** You have the capability of printing your learning history directly from the LMS. The history in the DLA LMS will consist of training activities or events that were previously recorded in DLA-TA, Registrar, or DTAS/DATS. As mentioned above, it's always a good idea to maintain your own personal learning history.

**I'm a supervisor, can I view my subordinates training records?** Yes, you have the capability of viewing your subordinates training records in the LMS. We encourage you to use this tool to manage the development of your subordinates.

**As a supervisor, can I add requirements to my subordinate's IDP?** Yes, you can add learning requirements during IDP Open Season that will occur near the normal performance rating period in DLA. The annual performance discussion when the rating is rendered is the appropriate opportunity to discuss skill gaps and learning activities to narrow or close the gap. Adding requirements outside the Open Season can only be accomplished by your organization Training Coordinator.

**As a supervisor, how do I enroll my subordinates in classes?** Continue to follow the procedures that you have followed in the past to review requests for training and securing appropriate funding.